

CONSERVATION AND DEVELOPMENT SUMMARY

| | FY 08 | FY 09 | FY 09 | FY 10 | FY 11 | Change | Percent | FY 11 | Change | Percent |
|----------------------------|-------------------|----------------|----------------|----------------|----------------|-----------------|--------------|----------------|-----------------|---------------|
| | Actual | Budget | Actual | Budget | Manager | FY 10 - 11 | Change | FinCom -3% | FY 10 - 11 | Change |
| Conservation | \$ 217,021 | 228,464 | 216,596 | 238,369 | 227,991 | (10,378) | -4.4% | 227,991 | (10,378) | -4.4% |
| Planning | \$ 286,381 | 286,094 | 295,471 | 258,255 | 211,876 | (46,379) | -18.0% | 211,876 | (46,379) | -18.0% |
| Inspection Services | \$ 299,021 | 345,098 | 346,937 | 321,954 | 305,206 | (16,748) | -5.2% | 287,663 | (34,291) | -10.7% |
| TOTAL APPROPRIATION | \$ 802,423 | 859,656 | 859,004 | 818,578 | 745,073 | (73,505) | -9.0% | 727,530 | (91,048) | -11.1% |
| | | | | (67,984) | | | | | | |
| SOURCES OF FUNDS | | | | | | | | | | |
| Departmental Receipts | \$ 74,416 | 62,800 | 71,968 | 68,400 | 68,400 | 0 | 0.0% | 68,400 | 0 | 0.0% |
| Licenses & Permits | \$ 508,110 | 299,398 | 478,054 | 443,500 | 443,500 | 0 | 0.0% | 443,500 | 0 | 0.0% |
| Rental of Land | \$ 4,165 | 0 | 4,640 | 2,500 | 2,500 | 0 | 0.0% | 2,500 | 0 | 0.0% |
| Grants | \$ 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 0 | 0.0% | 8,000 | 0 | 0.0% |
| Water Fund | \$ 14,370 | 15,028 | 15,028 | 16,433 | 16,865 | 432 | 2.6% | 16,865 | 432 | 2.6% |
| Golf Course Fund | \$ 0 | 0 | 0 | 0 | 0 | 0 | 0.0% | 0 | 0 | 0.0% |
| Transportation Fund | \$ 5,723 | 5,532 | 5,532 | 4,903 | 0 | (4,903) | -100.0% | 0 | (4,903) | -100.0% |
| Taxation | \$ 449,189 | 468,898 | 478,765 | 447,688 | 395,402 | (52,286) | -11.7% | 395,402 | (52,286) | -11.7% |

This functional area provides funds to plan and manage conservation programs that protect the environment and natural resources for current and future generations of Amherst residents, to create and implement appropriate planning initiatives and regulatory mechanisms for the preservation and responsible development of the Town, and to ensure the public health, safety, and welfare of citizens by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of building and structures.

RECOMMENDED BUDGET:

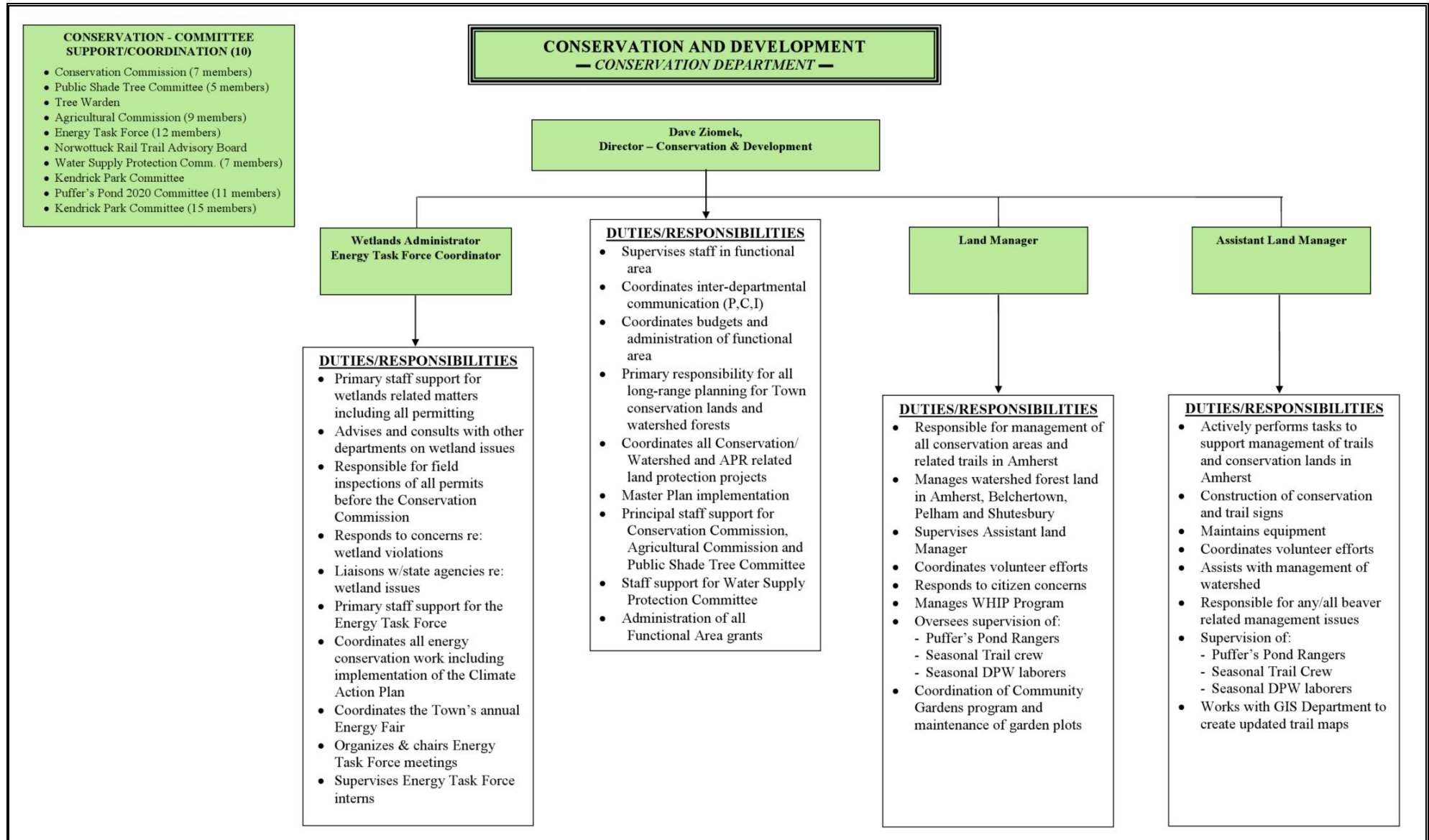
Personnel services savings of \$14,321 in Conservation and \$41,782 in Planning are achieved by transferring portions of the salaries of staff to the administrative expense portion of the Community Development Block Grant (CDBG) and other grant funding. Conservation and Development staff will assume administrative responsibilities previously performed by the Community Services Director upon his planned retirement in July 2010. That full-time position funded by CDBG will not be filled.

ADDITIONAL CUTS TO MEET FINANCE COMMITTEE'S -3% BUDGET GUIDELINE:

Extra Help provided by an Administrative Assistant would be eliminated (\$14,343). This position has been extremely helpful in support of the migration/integration to the new interdepartmental MUNIS permit module system. \$3,200 from training, supplies, and advertising would also be cut.

There are 9.98 FTE employees providing services in this functional area, a reduction of 0.85 FTEs from the cuts included in the approved FY 10 budget.

MISSION STATEMENT: To plan and manage programs and initiatives to protect the environment and natural resources of Amherst for current and future generations.



CONSERVATION AND DEVELOPMENT

5171: CONSERVATION

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES

Accomplishments:

- Completed reorganization of the Planning, Conservation and Inspection Services departments.
- Coordinated submittals for approximately \$1 million in grants.
- Completed multiple open space projects as supported by the Conservation Commission including but not limited to the following: Tietjen, Johnson and Olendzki.
- Coordinated effort to get 5-Year update to Open Space and Recreation Plan approved by the state.
- Organized numerous events to promote energy efficiency in Amherst.
- Completed update to the Town of Amherst Climate Action Plan.
- Established the Puffer's Pond 2020 Subcommittee.

Challenges:

The greatest challenge to the Conservation Department is to maintain and enhance trails and Puffer's Pond without the necessary funding (\$12,500) for seasonal staff that was eliminated in FY 08.

LONG RANGE OBJECTIVES:

To provide support for the Town-wide master planning process.

To complete the purchase of Agricultural Preservation Restrictions over remaining unprotected farmland.

To improve the mapping and inventorying of Town conservation and environmental land and resources for public distribution and for planning purposes.

To integrate conservation data into the Geographic Information System.

To collect and compile historical information on Town farms and natural resources.

To complete the purchase or other protection of blocks of open space for conservation purposes.

To maximize non-tax funding sources to assist with future land acquisition and land management.

To work collaboratively with LSSE and other Town departments to implement the new Open Space and Recreation Plan.

To support efforts to plan for an integrated system of walking and riding trails throughout the Town.

To work creatively to link Amherst trails with those in neighboring towns.

FY 11 OBJECTIVES:

To work with the Puffer's Pond 2020 Subcommittee, Conservation Commission, Town Manager and Select Board to develop a Land Management Plan for Puffer's Pond and the Mill River Conservation Area.

To apply for state grants to fund the initiatives outlined in the Puffer's Pond Management Plan.

To work with the Planning and Inspection Services Departments to develop new and more efficient systems of delivering services including the following: 1) implementation of MUNIS permit tracking software, 2) improved web-based services, and 3) central services and reception for the office.

To implement the 5-Year Action Strategies of the Town's updated Open Space and Recreation Plan.

To develop a new volunteer program for the Conservation Areas throughout Town.

To work with the Town Manager to develop and implement a new private fundraising effort to support conservation work in Town.

To develop and implement a new web-based trail evaluation and land management system.

To complete 5-10 land management plans.

To design and serve new web sites for the Conservation Department, Farm Committee, Public Shade Tree Committee and Energy Task Force.

To develop and propose to Town Meeting a green building policy for future municipal and residential building construction.

SERVICE LEVELS:

| | <u>FY 05</u> <u>Actual</u> | <u>FY 06</u> <u>Actual</u> | <u>FY 07</u> <u>Actual</u> | <u>FY 08</u> <u>Actual</u> | <u>FY 09</u> <u>Actual</u> |
|---|---|---|---|---|---|
| Conservation land acreage managed | 1,994 | 2,014 | 2,019 | 2,045 | 2,062 |
| Watershed forest acreage managed | 3,354 | 3,354 | 3,380 | 3,380 | 3,380 |
| Trail miles maintained | 80 | 80 | 80 | 80 | 80 |
| Acres Monitored – Agric. Pres. Restrictions | 2,042 | 2,072 | 2,072 | 2,072 | 2,102 |
| Acres under Conservation Restrictions | 174 | 174 | 174 | 174 | 174 |
| Acres of farmland rented out | 200 | 200 | 200 | 200 | 200 |
| Wetlands Act Notice of Intent and Determinations | 65 | 92 | 49 | 45 | 46 |
| Wetlands Act Major Cases handled | 9 | 14 | 10 | 7 | 6 |
| Public requests for information & help | 2,060 | 2,125 | 2,300 | 2,475 | 2,590 |
| Footbridges built or replaced | 12 | 21 | 25 | 18 | 26 |

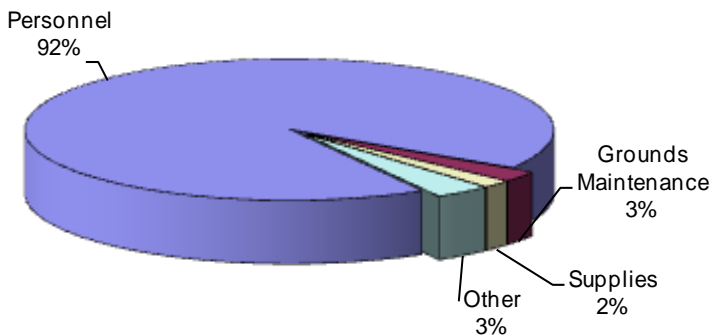
SIGNIFICANT BUDGET CHANGES:

Personnel services savings of \$14,321 are achieved by transferring 10% of the salaries of the Conservation and Development Director and Management Assistant to the administrative expense portion of the Community Development Block Grant (CDBG). The operating budget for fuel increases slightly. Because of seasonal help budget cuts implemented in FY 08, Puffers Pond maintenance will again rely on private fundraising for maintenance and site management.

While there were no significant personnel changes in FY 10 (last year), the department implemented an ambitious plan to reorganize the delivery of Planning/Conservation/Inspection services by co-locating the Inspections Department on the second floor of Town Hall with Planning and Conservation, re-engineering administrative support functions, implementing a new MUNIS permit tracking software module to share information more readily and increase productivity, and improving web-based services.

CONSERVATION AND DEVELOPMENT**5171: CONSERVATION**

| | | FY 08 Actual | FY 09 Budget | FY 09 Actual | FY 10 Budget | FY 11 Manager | Change FY 10 - 11 | Percent Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|------------------|----------------------|-------------------|
| Personnel Services | \$ | 196,721 | 211,595 | 196,255 | 221,419 | 210,689 | (10,730) | -4.8% |
| Operating Expenses | \$ | 20,300 | 16,869 | 18,841 | 16,950 | 17,302 | 352 | 2.1% |
| Capital Outlay | \$ | 0 | 0 | 20,709 | 0 | 0 | 0 | 0.0% |
| TOTAL APPROPRIATION | \$ | 217,021 | 228,464 | 235,805 | 238,369 | 227,991 | (10,378) | -4.4% |
| SUPPLEMENTAL INFORMATION | | | | | | | | |
| Employee Benefits | \$ | 78,435 | 80,695 | 80,695 | 88,122 | 99,772 | 11,650 | 13.2% |
| Capital Appropriations | \$ | 238,000 | 190,000 | 190,000 | 253,500 | 30,000 | (223,500) | -88.2% |
| TOTAL DEPARTMENT COST | \$ | 533,456 | 499,159 | 506,500 | 579,991 | 357,763 | (222,228) | -38.3% |
| SOURCES OF FUNDS | | | | | | | | |
| Wetland Filing Fee | \$ | 5,651 | 4,000 | 5,493 | 4,000 | 4,000 | 0 | 0.0% |
| Rental of Land | \$ | 4,165 | 0 | 4,640 | 2,500 | 2,500 | 0 | 0.0% |
| Sale of Booklets/Maps/Wood | \$ | 631 | 0 | 390 | 0 | 0 | 0 | 0.0% |
| Water Fund | \$ | 14,370 | 15,028 | 15,028 | 16,433 | 16,865 | 432 | 2.6% |
| Grants | \$ | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 0 | 0.0% |
| Taxation | \$ | 184,204 | 201,436 | 202,254 | 207,436 | 196,626 | (10,810) | -5.2% |
| POSITIONS | | | | | | | | |
| Full Time | | 1.75 | 1.75 | 1.75 | 2.75 | 2.55 | (0.20) | |
| Part Time With Benefits | | 3.00 | 3.00 | 3.00 | 2.00 | 2.00 | 0.00 | |
| Full Time Equivalents | | 3.72 | 3.72 | 3.72 | 3.83 | 3.63 | (0.20) | |

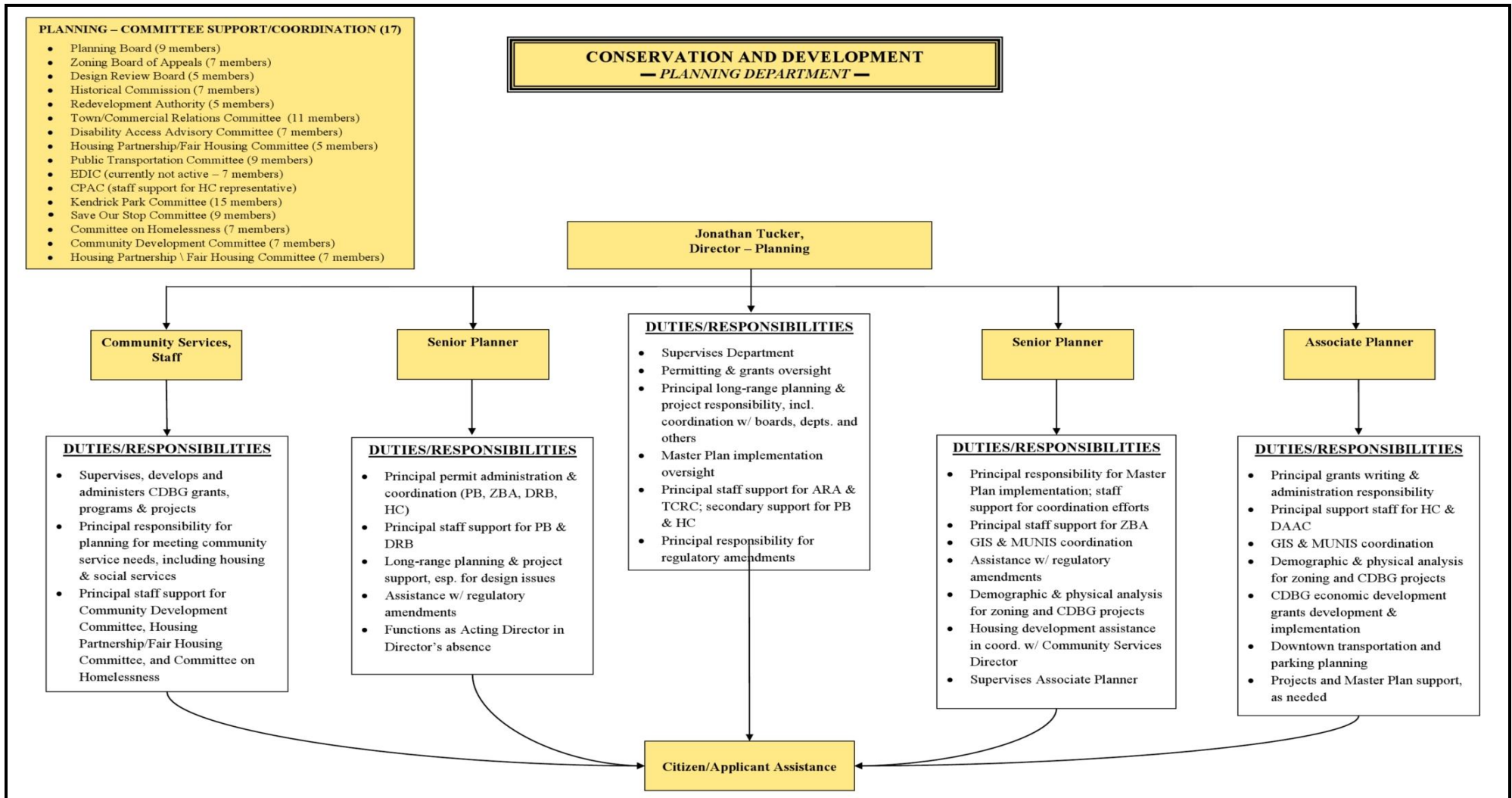
MAJOR COMPONENTS:

Personnel Services include salaries for the Director of Conservation and Development and an Administrative Assistant (both funded 10% by Grant funds), a Land Manager shared with the Water Fund, a part-time Wetlands Specialist, 8 hours of energy conservation coordination, and a part time maintenance assistant shared with the Water Fund.

Grounds maintenance provides funds for materials and supplies such as lumber, gravel and mulch for more than 2,000 acres of Conservation Land including Puffer's Pond, Larch Hill, Amethyst Brook and Mt. Pollux and approximately 80 miles of conservation trails throughout town.

Supplies include tools and small equipment, gasoline, office and vehicle supplies.

MISSION STATEMENT: To protect and enhance the environmental, economic, and social quality of life in Amherst for residents and visitors, by creating and implementing appropriate planning initiatives and regulatory mechanisms for the preservation of critical community resources and the orderly, rational, and responsibly sustainable development of the Town.



CONSERVATION AND DEVELOPMENT

5177: PLANNING

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments:

- Successful preparation since the fall of 2008 of fourteen (14) zoning amendments adopted by Town Meeting. Most were designed to encourage village center development, business activity, or increased mixed use and residential density in appropriate areas.
- Receipt since September 2008 of seven grant awards totaling more than \$800,000 for projects in the areas of water quality, historic preservation, and economic development. Other grants are in progress or are being examined.
- Department support for the public participation process for Kendrick Park program development, Pomeroy Village streetscape design, and the Puffer's Pond 2020 effort.
- Department support for numerous pre-development, site assessment, or program development efforts, including but not limited to the North Amherst PRP, Hawthorne Farm, recreation fields inventory/ assessment, UMass/North Amherst Bike Connector extension, Hitchcock center expansion, and the Save Our Stop (SOS) rail access effort.
- Continuing refinement and implementation of the MUNIS permit-tracking system.

Challenges:

- The need for a comprehensive revision of the Zoning Bylaw and Map, in coordination with the subdivision control, wetlands, and health regulations, as called for under the draft Master Plan.
- The steadily-increasing legal complexity and social contention associated with development applications.
- Continuing challenges in the implementation of the MUNIS system.

FY 11 OBJECTIVES:

FY 11 Principal Planning Objectives:

To complete and begin initial implementation of the Master Plan.

Master Plan projects:

Town/ village center infill and redevelopment projects—business, residential, etc.

North Amherst PRP development

Kendrick Park design and pre-construction planning

Atkins Corner rezoning

Continuing Village Center & sustainable development/performance zoning amendments

Historic preservation projects (supportive of historical/cultural tourism)

Others.

To continue to amend and refine the existing Zoning Bylaw, official Zoning Map, and other development regulations.

To begin the public process for a comprehensive coordinated revision to Amherst's development regulations: Zoning Bylaw & Map, subdivision regulations, local wetlands bylaws, health regulations, etc.

To continue to provide primary staff support for Town boards/committees (9), secondary support for other committees (13), and representation/liaison to local/regional non-Town bodies (10).

To improve coordination of the permit process & public outreach.

To continue to seek grants to fund activity in the areas of economic development, conservation, historic preservation and community development.

To continue to coordinate the functions of Planning, Conservation, Inspections, and Community Development.

To better integrate the functions of the Community Development section into the functional area.

FY11 Community Development Objectives:

To manage ongoing contracts for the community development and social service components of Amherst's Mini-Entitlement CDBG grant, and to plan for the federal FY11 grant application, including an update of the Amherst Community Development Strategy, consistent with the Master Plan.

To assist the HP/FHC with completion of a plan for developing the Olympia Drive housing project.

To develop and implement a plan to transition community human services from Town tax support to more stable federal and other funding sources.

To assist social service agencies with consolidation of services.

To assist the Community Development Committee in establishing a responsible method for setting priorities in human social service agency funding, including ways to evaluate the impact of Town funding support on service provision.

Continued on next page.

FY 11 OBJECTIVES (cont.)**Comprehensive Planning:**

To assist the Planning Board and other boards/committees with completion and adoption of the Master Plan.

To assist with implementation of Master Plan activities, including:

Comprehensive code revision.

Strategic Plans--Updating and implementing existing plans and developing new plans:

Amherst Preservation Plan

Open Space & Recreation Plan

Affordable Housing Plan

University Drive Corridor Plan

Economic Development Plan (new - Town/Commercial Relations Committee and others)

Transportation Plan (new - Public Transportation & Bicycle Committee and others)

Green Infrastructure Plan (new - Energy Task Force, Public Works Committee, others).

Developing a coordinated land use procedure for Town departments in reviewing proposed new land use and development throughout Amherst.

Incorporating sustainable development principles into Town-wide plans, programs and projects, including green design and planning for climate change.

Implementation of the Atkins Corner Village Center plan and complete similar planning and implementation for Amherst's other outlying village centers.

Replacing the Phased Growth Bylaw with development performance standards.

To update state-mandated plans and applications—the Commonwealth Capital application and others.

To develop recommendations on future land use trends and critical upcoming public policy issues.

To work with the University, Amherst College, and Hampshire College on planning and land use issues.

To work with DPW, Public Transportation & Bicycle Committee, and others to conduct ongoing traffic, transportation, and parking studies of downtown, the village centers and neighborhoods, including the implementation of bike path/lanes and facilities projects.

To work with state, regional, and local transportation agencies on Route 9 and Route 116 corridor plans, road improvements, regional trails, and rail access.

To implement the overall design plan for streetscape improvements in the Town Center and Amherst's other village centers.

Current Planning/Permit Review:

To administer the land use and subdivision permit review process, and to support, orient, and train the Planning Board, Zoning Board of Appeals, Design Review Board, Historical Commission, and other permit-granting or advisory boards/committees.

To review development applications in a thorough and timely manner.

To coordinate and update the application processes, providing citizens, developers, businesses, and others with technical assistance in permitting and the amendment of regulations.

To develop public information materials regarding permitting, planning, land use, and zoning.

To oversee the regulatory process in support of sustainable economic development that creates jobs and diversifies and expands the tax base.

To assist the Town/Commercial Relations Committee in reviewing the Town's current economic development situation and its current land use & code permitting process.

To work with the Tree Warden, Public Shade Tree Committee, and others to implement revisions to existing Town administrative practices, guidelines, and regulations in order to better promote and protect public shade and street trees.

Community Development:

To apply for and administer a range of federal and state grants for economic development, conservation, historic preservation, and community development purposes.

To assist the Community Development staff and Town committees in applying for and administering Amherst's CDBG Program.

To work with the Housing Partnership/Fair Housing Committee (HP/FHC) to examine the Town's housing stock and regulations, and, under the Affordable Housing Plan, to develop zoning amendments encouraging production of affordable housing and preserving existing low and moderate income units, to ensure housing for a diverse population.

To develop an ongoing methodology for assessing the effectiveness of human service programs.

Continued on next page.

CONSERVATION AND DEVELOPMENT

5177: PLANNING

FY 11 OBJECTIVES (cont.)

Community Development (cont.)

To assist the Historical Commission with ongoing historic preservation projects in implementation of the Amherst Preservation Plan, including:

- Completion of the second phase of West Cemetery headstone restoration and related projects
- Developing historic interpretive sign systems for Amherst's significant historic districts and sites
- Restoring the Civil War memorial tablets to Town Hall
- Completing the Town's Historic Resource Inventory
- Studying and surveying the Town's historic original commons and other village center green spaces
- Planning for sustainable cultural/historic tourism as one foundation for local economic development.

To work with the Kendrick Park Committee, Design Review Board, Historical Commission and others in the design process for developing Kendrick Park.

To assist Town boards and departments with planning and implementation of improvements for outlying village centers including:

- A new traffic and pedestrian streetscape plan for Pomeroy Village Center
- Road system design and zoning aspects of the Atkins Corner Village Center Design Plan
- Planning for improvements and zoning for East Village, North Amherst Village, Cushman Village, Gatehouse/Old Farms Village, University Drive and other areas.

To work with the University of Massachusetts to encourage production of additional on- or off-campus housing and to develop mutually-supportive policies mitigating the impact of off-campus student housing.

To participate in regional efforts to address affordable housing, economic development, transportation and other issues.

To continue implementation of Town Center sidewalk improvements in accordance with the ADA/AAB, Amherst Accessibility Plan, and the Town Center Streetscape Design Guidelines.

Geographic Information Systems (GIS):

To convert the Town's Official Zoning Map to a GIS base.

To continually update the new digital Official Zoning map to reflect zoning map amendments.

To continue to integrate and expand the use of GIS technology as an integral tool within the Planning Department and Town government in order to:

- Improve coordination, information transfer, and facilitate day-to-day operations
- Provide accurate and detailed information to improve the decision-making of boards and committees
- Provide better information, mapping, and services to citizens.

To incorporate information developed using the GIS (Geographic Information System) into department and board work programs.

To help guide development of GIS resources in support of master planning and land use decision-making.

To work with the IT Dept. to build additional data bases for the GIS system, including a layer tying information from the Amherst Historic Resources Inventory to individual properties.

To use GIS, including new aerial photos and digital orthophotos from LIDAR, to create new, updated public maps on land use, conservation, zoning, utilities, infrastructure, and other issues related to planning.

To expand the use of public accessible web-based GIS for community planning purposes.

To enhance the security and performance of the GIS system.

Administration:

To better integrate and coordinate the operations of the Planning, Conservation, Inspections, and Community Services departments.

To maintain a working relationship with the UMass Department of Landscape Architecture & Regional Planning (LARP) and other relevant university and college departments for obtaining planning assistance at minimal cost.

To create appropriate new Town base maps, including but not limited to a digital version of the Official Zoning Map, maps of protected lands (APRs, etc.), and selected environmental, demographic, and social conditions.

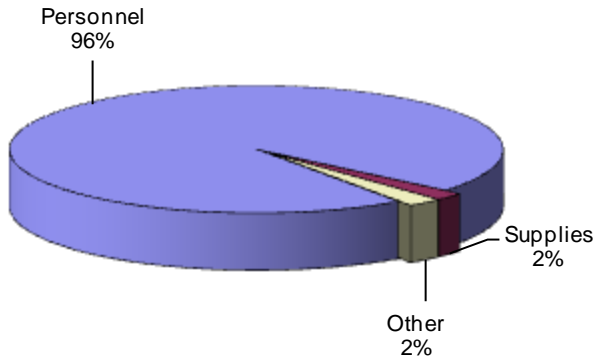
To continue to expand the use of the Town, board/committee, and department web pages to provide internet-based information to the public.

To continue to review, update and standardize the Town's permit application forms and process.

| SERVICE LEVELS: | FY 05 <u>Actual</u> | FY 06 <u>Actual</u> | FY 07 <u>Actual</u> | FY 08 <u>Actual</u> | FY 09 <u>Actual</u> |
|--|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <i>Planning</i> | | | | | |
| Zoning/Subdivision/Regulation Amendments Worked On | 11 | 20 | 12 | 17 | 10 |
| ANR/Subdivision Plans Reviewed & Processed | 20 | 42 | 26 | 12 | 10 |
| Cluster Developments Worked On | -- | 1 | 2 | 1 | 0 |
| Open Space Community Development Special Permits (Planning Board) | 1 | 0 | 0 | 0 | 0 |
| Other Planning Board Special Permits | 2 | 1 | 2 | 0 | 0 |
| ZBA Special Permits Reviewed | 54 | 52 | 43 | 37 | 42 |
| Design Review Board Reviews | 13 | 18 | 18 | 15 | 20 |
| Demolition Delay Applications | 14 | 15 | 17 | 14 | 7 |
| Other Development Applications Processed | 19 | 11 | 11 | 12 | 7 |
| Planning Board Site Plan Reviews | 7 | 8 | 8 | 7 | 6 |
| Strategic Plans | 11 | 9 | 6 | 13 | 15 |
| Grant or Other Non-Town Funding Project Applications Processed/Administered | 3 | 1 | 1 | 1 | 14 |
| Contracts Administered | 2 | 2 | 1 | 3 | 6 |
| Special Planning Studies/Projects | 25 | 23 | 24 | 25 | 28 |
| Review of Other Projects | 24 | 26 | 22 | 18 | 11 |
| Affordable Housing Agreements | 4 | 1 | 0 | 0 | * |
| Committees/Boards Assisted | 43 | 35 | 26 | 29 | 25 |
| Committee & Board Meetings | 220 | 327 | 243 | 235 | 222 |
| Inquiries | 13,730 | 10,504 | 10,422 | * | * |
| Inquiries from other cities/towns | 78 | 80 | 75 | * | * |
| GIS Maps Produced | 84 | 64 | 135 | * | * |
| <i>Community Development</i> | | | | | |
| Committees/Boards Assisted | 4 | 4 | 3 | 3 | 3 |
| Collaborations/Partnerships | 5 | 3 | 1 | 1 | 0 |
| Clients served by Human Service Agencies | 7,500 | 7,300 | 7,300 | 7,000 | 7,200 |
| Contracts administered | 18 | 21 | 35 | 37 | 25 |
| Grants Applied for | 1 | 1 | 2 | 1 | 1 |
| Grants Obtained | 1 | 1 | 2 | 1 | 1 |
| Emergency Assistance requests | 15 | 15 | 13 | 10 | 12 |
| Tuition Assistance requests | 14 | 9 | 9 | 0 | 52 |
| * No longer tracked. | | | | | |

CONSERVATION AND DEVELOPMENT**5177: PLANNING**

| | FY 08 Actual | FY 09 Budget | FY 09 Actual | FY 10 Budget | FY 11 Manager | Change FY 10 - 11 | Percent Change |
|---------------------------------|-------------------|-----------------|-----------------|-----------------|------------------|----------------------|-------------------|
| Personnel Services | \$ 243,578 | 275,069 | 283,798 | 249,480 | 203,101 | (46,379) | -18.6% |
| Operating Expenses | \$ 2,803 | 11,025 | 8,174 | 8,775 | 8,775 | 0 | 0.0% |
| Capital Outlay | \$ 40,000 | 0 | 3,500 | 0 | 0 | 0 | 0.0% |
| TOTAL APPROPRIATION | \$ 286,381 | 286,094 | 295,471 | 258,255 | 211,876 | (46,379) | -18.0% |
| SUPPLEMENTAL INFORMATION | | | | | | | |
| Employee Benefits | \$ 85,178 | 93,879 | 93,879 | 96,598 | 122,461 | 25,863 | 26.8% |
| Capital Appropriations | \$ 241,100 | 227,500 | 227,500 | 245,300 | 172,500 | (72,800) | -29.7% |
| TOTAL DEPARTMENT COST | \$ 612,659 | 607,473 | 616,850 | 600,153 | 506,837 | (93,316) | -15.5% |
| SOURCES OF FUNDS | | | | | | | |
| Dept. Receipts | \$ 15,673 | 13,100 | 13,429 | 13,100 | 13,100 | 0 | 0.0% |
| Taxation | \$ 264,985 | 267,462 | 276,510 | 240,252 | 198,776 | (41,476) | -17.3% |
| Transportation Fund | \$ 5,723 | 5,532 | 5,532 | 4,903 | 0 | (4,903) | -100.0% |
| POSITIONS | | | | | | | |
| Full Time | 5.00 | 5.00 | 5.00 | 4.24 | 3.35 | (0.89) | |
| Part Time With Benefits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| Full Time Equivalents | 5.00 | 5.00 | 5.00 | 4.24 | 3.35 | (0.89) | |

MAJOR COMPONENTS:

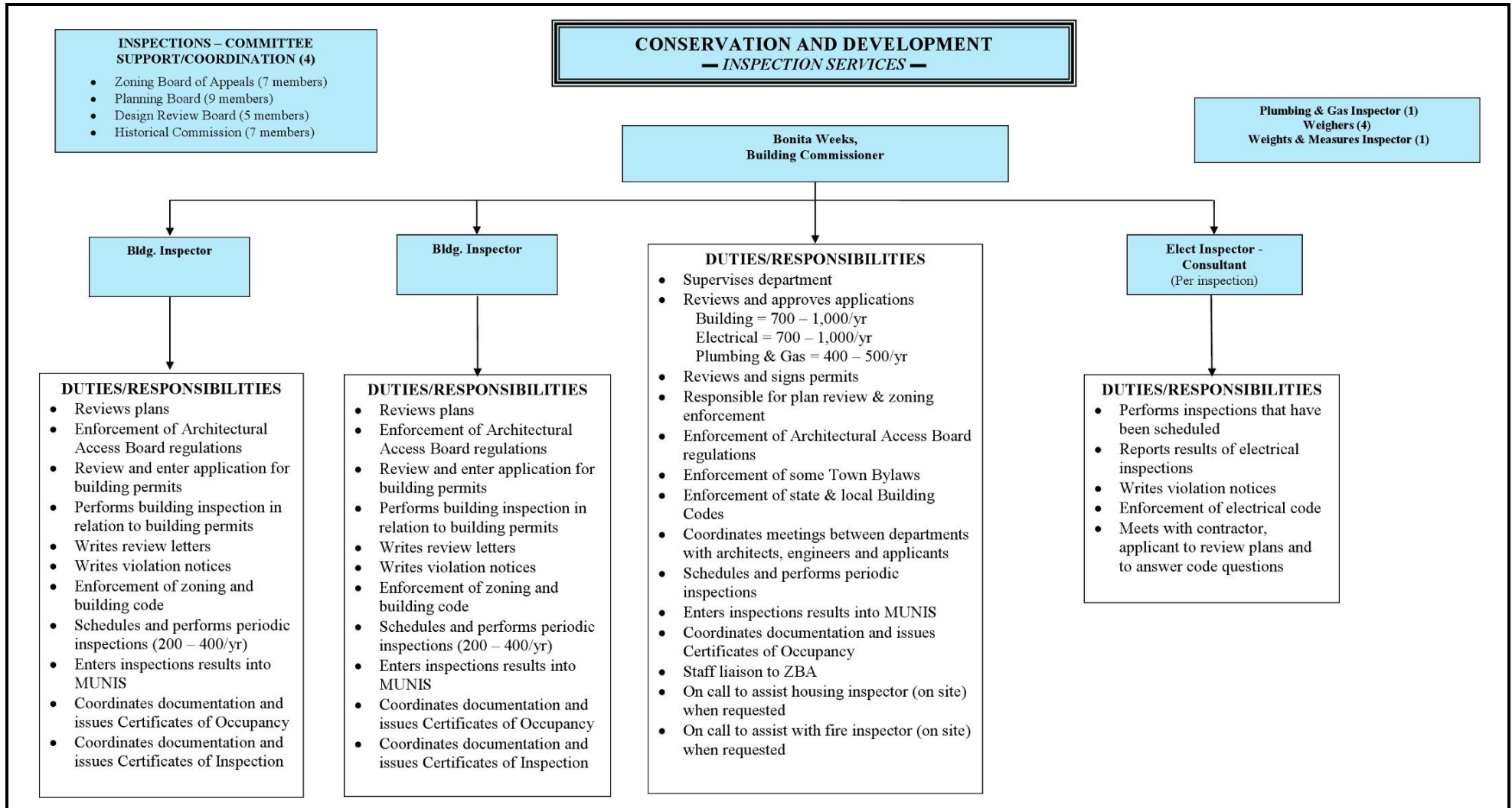
Personnel Services include salaries for a Planning Director, two senior planners, one associate planner, and a management assistant. The associate planner is wholly funded through grants. The other positions in the department are funded partially through grants, with that support varying from 10 to 20 percent of individual salaries, depending on relative responsibilities vis-à-vis the grant(s) in question.

Supplies include mapping, computer, and other departmental supplies.

SIGNIFICANT BUDGET CHANGES:

Personnel services savings of \$41,782 are achieved by transferring portions of the salaries of staff to the administrative expense portion of the Community Development Block Grant (CDBG) and other grant funding. Planning staff are assuming administrative responsibilities previously performed by the Community Services Director upon his planned retirement in July 2010. That full-time position funded by CDBG will not be filled. The operating budget for supplies remains unchanged from FY 10.

MISSION STATEMENT: To ensure the public health, safety, and welfare of the inhabitants of the Town of Amherst by administering the General Laws and Regulations of the Commonwealth of Massachusetts and Town of Amherst Bylaws as they relate to land use and to the construction and occupancy of buildings and structures.



CONSERVATION AND DEVELOPMENT

5241: INSPECTION SERVICES

RECENT ACCOMPLISHMENTS & CURRENT CHALLENGES:

Accomplishments:

- Completed the move of the Inspection Services Department from the ground floor level of Town Hall, to the second floor with minimal down time.
- Coordinated with Planning and Conservation to complete the reorganization of Planning, Conservation and the Inspection Services Department into one functional area.
- Implementation of the Munis software as the permitting system for Inspection Services.
- Transfer of the Periodic Inspection Information to the Munis database is almost complete and updates to the Periodic Inspection program are well underway.

The primary goal of the move and reorganization has been to serve the public more effectively without compromising the mandates these Departments have been charged with, primarily the public safety and welfare. This move, the reorganization of our departments in combination with the permitting software and updates of our programs, have provided a greater ease of communication between staff in the departments within this functional area. These changes have also given the public the opportunity to meet with staff from the various Departments simultaneously, when needed, providing direction for the applicants as they move through the permitting process.

Challenges:

The greatest challenge to Inspection Services is in dealing with the continuously changing, and expanding laws and regulations we have been charged with enforcing. Zoning changes often occur twice a year. The energy code requirements have changed significantly, twice since September of 2008, and they will change again on January 1, 2010. Training of the public, as well as enforcement, is often left in the hands of the local code enforcement officials.

LONG RANGE OBJECTIVES:

The primary goal of Inspection Services is to protect the public through the enforcement of the Codes and Regulations under our jurisdiction, while helping the public with both the understanding of the requirements of the Codes and the permitting process. Woven into this goal is the objective of streamlining the permitting process as a whole.

With this in mind the major long range objectives are:

To continue to seek out and implement appropriate, cost effective, approaches to code enforcement.

To expand the program of "pre-permit" meetings, on complicated or large scale projects, currently done with architects, owners, the Fire Department and Inspection Services to include other relevant Town Departments. The intent of these meetings is to help direct the applicants through the various permit processes and to determine and resolve regulatory issues at early design phases.

To help provide public training in Codes, Regulations and permit application requirements for the purpose of streamlining the permitting process and to minimize problems in the field that may otherwise cause project delays.

FY 11 OBJECTIVES:

To complete the transfer of information from the old permitting software system to the new permitting system.

To learn more about the potential for the new permitting system, then expand on it.

To continue to update the Periodic Inspections program for specific uses, as determined in the Building Code.

To continue to work more with the Housing Court in both zoning and code enforcement.

SERVICE LEVELS:

| | FY 05 | FY 06 | FY 07 | FY 08 | FY 09 |
|---------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> | <u>Actual</u> |
| PERMITS ISSUED: | | | | | |
| Building Permit Applications Received | 833 | 998 | 864 | 787 | 808 |
| Building Permits | 868 | 1,054 | 846 | 779 | 782 |
| Electrical Permits | 1,275 | 948 | 940 | 1,053 | 769 |
| Gas Permits | 240 | 192 | 216 | 302 | 220 |
| Plumbing Permits | 342 | 371 | 379 | 209 | 319 |
| Demolition Permits | 13 | 15 | 22 | 17 | 3 |
| Certification of Inspection | 346 | 335 | 294 | 293 | 249 |
| Weights & Measures | 41 | 41 | 37 | 36 | 35 |
| Occupancy | 80 | 104 | 124 | 105 | 130 |

INSPECTIONS + TECHNICAL ASSISTANCE*

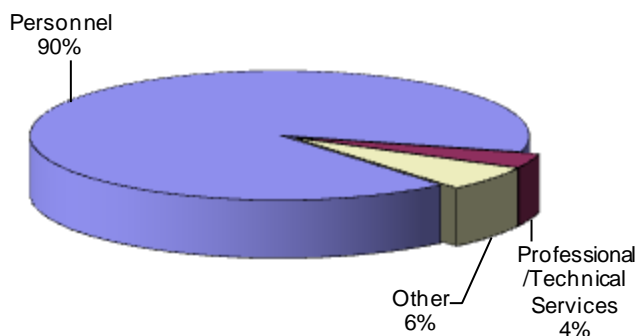
| | | | | | |
|---|-------|-------|-------|-------|-------|
| Building | 2,604 | 4,516 | 2,237 | 1,933 | 1,334 |
| Electrical | 2,000 | 2,800 | 2,000 | 1,396 | 1,694 |
| Gas | 358 | 183 | 221 | 244 | 261 |
| Plumbing | 715 | 474 | 470 | 582 | 754 |
| Demolition | 13 | 15 | 22 | 17 | 3 |
| Certification of Inspection | 531 | 812 | 516 | 503 | 509 |
| Weights & Measures | 350 | 350 | 350 | 351 | 350 |
| Zoning – Inspections | 50 | 75 | 50 | 43 | 57 |
| Zoning – Cases (Special Permits/hearings) | 41 | 104 | 130 | 93 | 58 |
| Zoning-violations/complaints | 23 | 40 | 80 | 42 | 48 |
| Plan Reviews | 623 | 800 | 676 | 684 | 536 |
| Assistance to Other Towns | 30 | 35 | 35 | 28 | 27 |
| “Pre Permit” & Inter Department Plan Meetings | 150 | 175 | 271 | 379 | 402 |
| Assistance Calls (code or zoning questions) | 5,300 | 5,700 | 5,760 | 4,788 | 4,500 |
| Front Counter Assistance | | 2,000 | 1,980 | 2,120 | 1,700 |
| E-Mail Received | | | | 2,498 | 2,700 |
| E-Mail Sent | | | | 800 | 900 |

*Some of these numbers are best estimates based on records kept by hand or in programs with no report writing capabilities. The new permit tracking program will help provide more detailed records and reports.

Codes and other regulations enforced: Massachusetts State Building Code 7th Ed (effective date 3/1/09); Massachusetts State Building Code for 1 & 2 Family Dwellings 7th (effective date 1/1/08); International Mechanical Code; International Energy Code 2006 & 2009, Massachusetts State Architectural Access Board Regulations; Massachusetts State Electrical Code; Massachusetts State Plumbing & Gas Codes; Sealer of Weights and Measures Regulations; Town of Amherst Zoning Bylaws; Conditions of Special Permits and Variances issued by the Zoning Board of Appeals, Conditions of Site Plan Review; Conditions of Design Review Board and Historical Commission; Sign Bylaw; and the Town of Amherst Junk Car Bylaw. Town of Amherst Portable Sign Bylaw, We also work closely with the Fire Department in regards to Chapter 148 of the Massachusetts General Laws concerning requirements for the installation of alarms and sprinkler systems, and the annual inspections required under the amendments to MGL 148 for nightclubs and similar uses.

CONSERVATION AND DEVELOPMENT**5241: INSPECTION SERVICES**

| | | FY 08 Actual | FY 09 Budget | FY 09 Actual | FY 10 Budget | FY 11 Manager | Change FY 10 - 11 | Percent Change |
|---------------------------------|-----------|-----------------|-----------------|-----------------|-----------------|------------------|----------------------|-------------------|
| Personnel Services | \$ | 250,287 | 329,158 | 310,202 | 305,969 | 289,221 | (16,748) | -5.5% |
| Operating Expenses | \$ | 23,734 | 15,940 | 16,026 | 15,985 | 15,985 | 0 | 0.0% |
| Capital Outlay | \$ | 25,000 | 0 | 20,709 | 0 | 0 | 0 | 0.0% |
| TOTAL APPROPRIATION | \$ | 299,021 | 345,098 | 346,937 | 321,954 | 305,206 | (16,748) | -5.2% |
| SUPPLEMENTAL INFORMATION | | | | | | | | |
| Employee Benefits | \$ | 145,015 | 114,626 | 114,626 | 100,304 | 96,620 | (3,684) | -3.7% |
| Capital Appropriations | \$ | 0 | 0 | 0 | 0 | 0 | 0 | 0.0% |
| TOTAL DEPARTMENT COST | \$ | 444,036 | 459,724 | 461,563 | 422,258 | 401,826 | (20,432) | -4.8% |
| SOURCES OF FUNDS | | | | | | | | |
| Building Permits | \$ | 338,391 | 247,500 | 322,530 | 275,000 | 275,000 | 0 | 0.0% |
| Demolition Permits | \$ | 840 | 0 | 450 | 0 | 0 | 0 | 0.0% |
| Other Permits | \$ | 44,905 | 58,500 | 46,310 | 43,500 | 43,500 | 0 | 0.0% |
| Electrical Permits | \$ | 123,974 | 140,000 | 108,764 | 125,000 | 125,000 | 0 | 0.0% |
| Certificates of Inspections | \$ | 45,931 | 40,000 | 46,572 | 45,000 | 45,000 | 0 | 0.0% |
| Weights and Measures | \$ | 6,530 | 5,700 | 6,084 | 6,300 | 6,300 | 0 | 0.0% |
| POSITIONS | | | | | | | | |
| Full Time | | 5.00 | 4.00 | 4.00 | 3.00 | 3.00 | 0.00 | |
| Part Time With Benefits | | 1.00 | 1.00 | 1.00 | 0.00 | 0.00 | 0.00 | |
| Full Time Equivalents | | 5.64 | 5.64 | 5.64 | 3.00 | 3.00 | 0.00 | |

MAJOR COMPONENTS:

Personnel Services provide funds for the Building Commissioner, and 2 building inspectors. Also included is \$10,680 for auto allowance and \$87,000 for fees for gas, plumbing and additional electrical inspections.

Professional/Technical Services, \$10,965, provides the funds for the regional sealer of weights and measures program.

SIGNIFICANT BUDGET CHANGES:**RECOMMENDED BUDGET:**

None. Reduction due to savings from staff turnover.

ADDITIONAL CUTS TO MEET FINANCE COMMITTEE'S -3% BUDGET GUIDELINE:

Extra Help provided by an Administrative Assistant would be eliminated (\$14,343). This position has been extremely helpful in support of the migration/integration to the new interdepartmental MUNIS permit module system. \$3,200 from training, supplies, and advertising would also be cut.